

Service Area: City Clerks Service

Fund: All

Service Center: City Clerks Service

MISSION

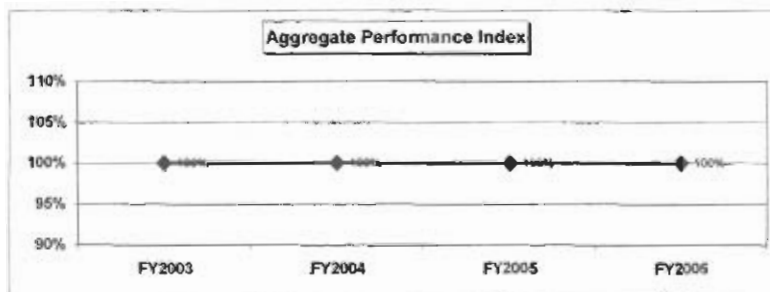
Ensure compliance with state and local laws and policies related to official City records and elections in an accurate, timely and courteous manner

through:

- >> Preparing agendas, minutes, and notices, as well as coordinating other aspects of Council meetings according to the law
- >> Maintaining official City records and facilitate the destruction of City-wide records according to the law
- >> Responding to Council, citizen and staff requests for information, records and documents
- >> Maintaining state-required records for Council, Commissions and designated employees

so that:

MEASURES			
Number	Description	Weights	Target Value
1100 - 1	Notices and agendas are prepared according to legal requirements 100% of the time.	5	100
1100 - 2	100% of election-related procedures are administered accurately and on time.	5	100
1100 - 3	The customer satisfaction rating is 89%.	4	100
1100 - 4	Notices, Agendas and Minutes are accurately prepared 97% of the time.	4	100
1100 - 5	Minutes are prepared for Council action within two meetings 94% of the time.	3	100
1100 - 6	96% of requests for active City documents are provided to the customer within two days.	3	100
1100 - 7	The budget/cost ratio is at least 1.	2	100



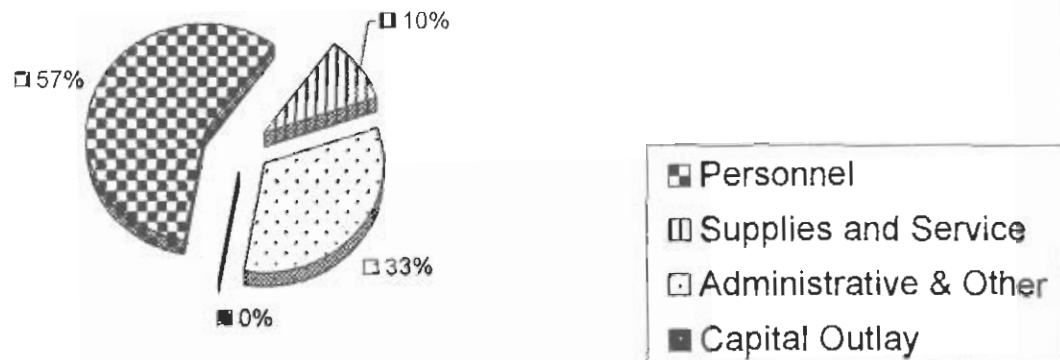
Description	Proposed FY2006
Total Expenditures	\$ 325,463
Total FTEs	1.90

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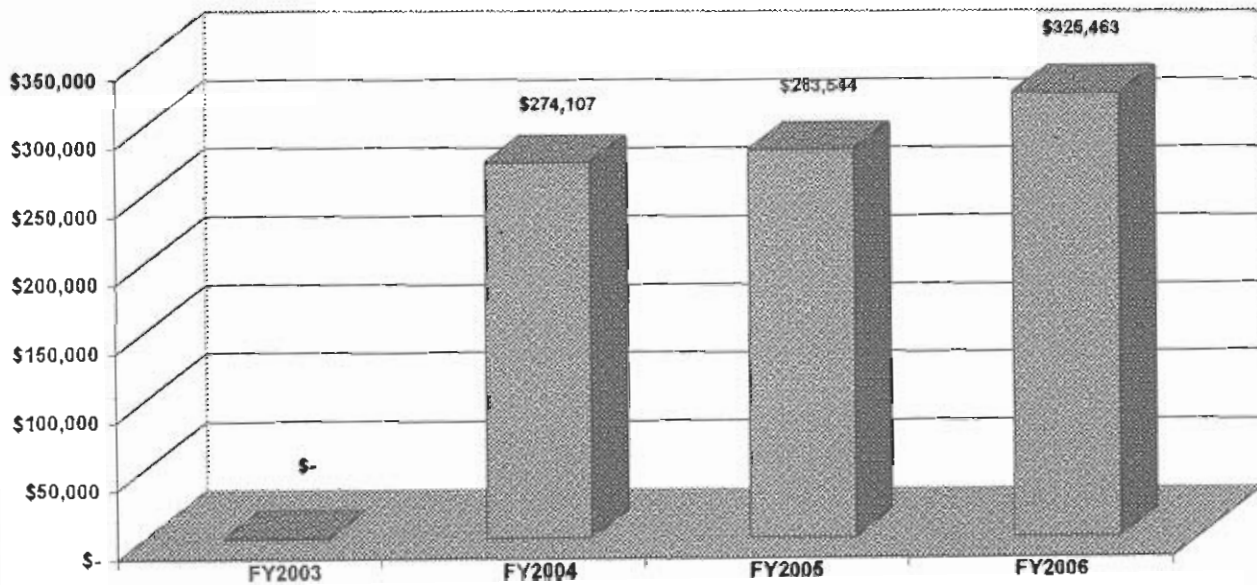
Fund: All

Department: City Clerk

FY 2005 Expenditures by Classification



FY 2003-2006 Expenditure Trends



	Actual FY2003	Actual FY2004	Budget FY2005	Estimated FY2005	Proposed FY2006
Total Expenditures	\$ -	\$ 274,107	\$ 288,945	\$ 283,544	\$ 325,463